

ADMINISTRATIVE ASSISTANT (Confidential)

Department: City Manager **Classification/Grade:** 20 / Confidential
Division: _____ **FLSA Status:** Non-Exempt/At-Will
Reports to: City Manager **Date Approved:** July 2011

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specific position. Therefore, description/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Perform a wide variety of responsible, confidential, and complex administrative, technical and secretarial duties for the City Manager, Mayor, members of the City Council and other administrative staff; and provide information and assistance to the public.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Perform responsible and difficult secretarial work involving the use of independent judgement and personal initiative.
3. Independently compose, compile and prepare correspondence, reports and related documents as directed by the City Manager; type and proofread a wide variety of complex reports, letters, memoranda, and statistical charts from rough draft or verbal instruction.
4. Screen telephone calls by furnishing the information requested, taking messages, referring caller, or when appropriate, resolving the problem or complaint; accurately distribute correspondence and other communications received; receive inquiries and concerns on behalf of the City Manager.
5. Assist Public Information Director in the preparation, typing, layout, printing and distribution of press releases, City newsletter, brochures, flyers and reports.
6. Confer with the Mayor and City Council members as to their availability and interest in attending events and meetings.
7. Maintain appointment schedule and calendar for City Manager; coordinate and schedule appointments.
8. Coordinate special events, meetings; make travel arrangements and coordinate out of town accommodations for City Manager, Mayor and City Council members; prepare travel itinerary, prepare travel expense claims, handle registrations, as required.
9. Plan and monitor activities of assigned commissions, committees, or other public groups.
10. Organize and maintain complex technical filing systems. Maintain records and forms.
11. Operate a variety of office equipment including a computer, input and retrieve data and text; organize and maintain disc storage and filing.
12. Act as receptionist, handle walk-in customers, provides public records, take minutes of meetings, and receive mail.
13. Conduct research and compile reports as requested by the City Manager.
14. Dependable and meet acceptable attendance requirements at all times.
15. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Assist in department operations and perform other related duties as assigned.
- C. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- English usage, spelling, grammar, punctuation; business letter writing and basic report preparation techniques.
- Modern office procedures, methods and computer equipment. Knowledge of GroupWise systems is important.
- Organization, procedures, and operating details of a municipal government.
- Customer service needs and delivery.

Ability to:

- Perform responsible and difficult secretarial work involving the use of independent judgement and personal initiative.
- Comprehend the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and department policies and procedures.
- Handle multiple tasks at any given time.
- Independently prepare correspondence and memorandums.
- Type accurately and at a speed necessary for successful job performance.
- Work independently in absence of supervision.
- Operate and utilize modern office equipment including computer and word processor.
- Work cooperatively with other departments, City officials and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships and customer service levels throughout the course of business.
- Analyze problems, evaluate alternatives, and make creative recommendations.
- Represent the City effectively in meetings, including making presentations.
- Prepare coffee and set up breakfast, lunch and/or dinner meetings.
- Organize and maintain accurate files and records.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D. Associates degree in business administration, public administration or executive secretarial certificate program preferred.

Experience: Two years of executive secretary/administrative assistant experience.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion required due to occasional walking, standing, bending, stooping, and reaching. Must be able to handle stressful situations, attend some breakfast, lunch or evening meetings and travel to off-site facilities. Must be able to carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.